

Lead Inspector Work Plan PHA 3

Name: Jessie Deloach

Begin Date: 20 March 2000

| TASK | Estimated Completion Date | Completion Date |
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| Office Orientation | March 31 | |
| Review Inspection Form (FDA and ours) (Stan) | March 31 | |
| Review NSSP Model Ordinance | April 15 | |
| Review applicable WACs | April 15 | |
| Review applicable DFW and DNR WACs (Frank C) | April -May | |
| Review applicable RCWs | April 15 | |
| Review Shellfish Program Policies | April 15 | |
| Complete Hold Order Training (Stan) | April 15 | |
| Complete Shellfish HACCP Training (Ned) | April 15 | |
| Complete training inspections with State Standardization Officer (Stan) | April 21 | |
| Date Standardization Paperwork sent to FDA (Stan) | | |
| Begin review of inspection reports | April 21 | |
| Develop inspection report review checklist | April - May | |
| Assign operations and set up inspection schedule | April 21 | |
| Become familiar with licensing process (Judy) | April 30 | |
| Read Boldt Decision | April 30 | |
| Read Rafeedie Decision | April 30 | |
| Review Consent Decree | April 30 | |
| Begin independent inspections of HA and SS operations | April 30 | |
| Become familiar with licensing database (Michelle) | May 15 | |
| Become familiar with Program Database (Michelle) | May 15 | |
| Participate in FDA Audit inspections | May 31 | |
| Review and analyze FDA Audit findings, develop corrective action plan (Stan) | May or June | |
| Begin independent inspections of SP operations | May 31 | |

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| Develop vessel tracking system (Stan and Judy) | May 31 | |
| Develop vehicle tracking system (Stan) | May - June | |
| Conduct a standardized form review: <ul style="list-style-type: none"> - Plan of Ops for HA, SS, and SPs - Plan of Ops for Wholesale - Plan of Ops for Geoduck - License packet for HA, SS, SPs - Labeling and Tagging - Approved Source - Record Keeping forms - Wet Storage: harvest area, float system, flow thru system, recirc system, retail wet storage guidelines for LHJ | June | |
| Complete FDA "Plant Inspections" course | As becomes available | |
| Participate in cross training of other program tasks: on-site systems, water systems, harvest sites, restoration, relay, shoreline surveys, etc | As becomes available | |
| Complete FDA "State Standardization Officer" course | As becomes available | |
| Begin leading inspectors meetings | June 15 | |
| Begin tracking inspection completion rates | June 15 | |
| Complete DOH DW water systems training | If becomes available | |
| Ensure follow up on water systems findings from DOH DW Office (Judy) | June | |
| Begin developing Performance Based Inspection process | June | |
| Develop understanding of Growing Area Classifications, and CAAMPs (Frank M) | June | |
| Develop understanding of Seed protocols (Ned) | June | |
| Develop understanding of Wet Storage protocols (Ned) | June | |
| Develop understanding of Bait protocols (Ned) | June | |
| Take over wet storage monitoring (Judy) | June | |
| Begin developing understanding of enforcement issues (Judy) | June | |
| Begin review of NOC's and other enforcement actions (Judy) | June | |

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| Begin renewal inspections | June | |
| Begin renewal processes (Judy) | July | |
| Develop plan for inspectors meetings | July | |
| Begin tracking re-standardization of other inspectors (with Stan) | July | |
| Develop understanding of Time/Temp matrix (Ned) | July | |
| Develop understanding of ISSC issues (Ned) | July | |
| Develop understanding of Pac Rim issues (Ned) | July | |
| Develop understanding of the ISSC Issue submittal and review process (Ned) | July | |
| Review and analyze 2000 Pac Rim and ISSC issues (with Ned and Stan) | July | |
| Work on integrating Relay renewal process with license renewals (Bill) | July | |
| Develop understanding of harvest site approval process (Helen) | July | |
| Develop understanding of PSP and DA, and database (Frank Cox) | August | |
| Develop understanding of shoreline survey process (Cathy) | August | |
| Develop understanding of water sampling procedures (Jerry and Don M) | August | |
| Begin learning Biotoxin Program as back up (Frank C and Linda) | August | |
| Develop understanding of Vp (Ned) | August | |
| Participate in illness investigations (Ned) | Warm Season (July 15 th through July 17 th :-)) | |
| Participate in HACCP classes (Ned) | When scheduled | |
| Begin facility file/database review for recurring deficiencies | October - November | |
| Begin reviewing/revising/creating protocols related to inspections and sanitation | October - November | |
| Begin tracking completion rates for first routine inspections (Judy) | October - November | |
| Review operations assignments | November | |
| Newsletter articles related to sanitation | As needed | |
| Conduct Border and Airport Surveillance (with Frank C) | November - December | |
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